



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OSH FEDERAL/STATE COORDINATOR

Job Number: 20000840

Job Code: 33370V000101

Job Group: 3300 - HEALTH INSPECTION

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises professional staff in the analysis and development of occupational safety and health standards and provides statewide coordination of the Kentucky Occupational Safety and Health (KyOSH) Program; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of professional experience in occupational safety and health, safety training or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience in one of the above fields or a related field will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Monitors and analyzes changes in federal policy and regulation and advises state program administrators of the effects of the changes. Coordinates the federal grant application and maintains the state Occupational Safety and Health Plan. Represents the Kentucky Labor Cabinet at meetings with Federal OSHA officials and serves as Kentucky's delegate to the Occupational Safety and Health State Plan Association (OSHSPA). Advises and submits any state plan changes to federal authorities for review. Meets with state program authorities to discuss and evaluate issues affecting the state Occupational safety and Health plan. Prepares responses to federal evaluations of state OSH plan. Supervises professional staff that offers technical assistance and support to employers, employees, the general public and the Kentucky OSH Standards Board. Responds to inquiries regarding the state's OSH program. Surveys other state program operations. Prepares records and reports. Attends professional meetings and conferences.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.